

AFM Performance Recognition Policy

Revised 12/22/03

The current AFM performance recognition policy has been revised to include Time Off awards as an option and to clarify the grade level in which to base an "Outstanding" cash performance award. AFM's policy is as follows:

1. Employees who receive a rating of "Outstanding" will, at the discretion of their Division Director, receive either a Quality Step Increase (QSI), a Time Off award of 40 hours, or a cash performance award equal to a QSI. The cash award can be no less than \$1,000 and will be determined based on the grade level in which performance was measured.
2. Employees, regardless of grade, who receive a rating of "Superior" will receive at the discretion of their Division Director, a Time Off award of 24 hours, or a fixed cash award of \$750, which is 75% of the lowest possible "Outstanding" award.

The following must be kept in mind when determining whether or not to grant a QSI. Please contact your servicing HR Specialist for questions.

- An employee may only receive one QSI within any 52-week period.
- QSIs are based on the grade level and duties in which performance was measured. Employees promoted or reassigned to different duties near the end of the rating cycle may not receive a QSI.
- QSIs to the 4th or 7th step of a grade, extend the employees current WGI (within grade) waiting period by one year.

J. Bradley approved 12/22/03.